

College and Association of Nurses of the Northwest Territories and Nunavut



Category: BOARD

POLICY NAME	Board Orientation and Development		POLICY NO.	B2	
EFFECTIVE DATE	December 11, 2024	DATE OF LAST REVISION	September, 2019	VERSION NO.	5
APPLIES TO Apply group names to define applicable areas of staff.					
CANNN Board of Directors, and Executive Director					

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
5	Board of Directors	September, 2024	Updated to reflect change in governance, new format.	Executive Director, Megan Wood
4	Board of Directors	September, 2019	Revision	Executive Director
3	Board of Directors	2004	Revision	Executive Director
2	Board of Directors	2000	Revision	Executive Director
1	Board of Directors	1996	Creation	Executive Director

PURPOSE

Describe to what and to whom this policy applies.

This policy outlines the orientation of a new member of the Board of Directors of the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN) to their role and their responsibilities.

This policy applies to the new Board member, the President, Executive Director and delegates.

POLICY

- Each new Board member will participate in an orientation prior to, or at their first Board meeting.
- The incoming Board member will receive three levels of orientation
 1. Orientation to CANNN as an organization
 2. Orientation to the Board and Board governance
 3. Orientation to the individual role of the Board member

CHECKLIST FOR BOARD ORIENTATION

CANNN as an Organization	Provided By:	Date/Initial
Role and Structure of CANNN		
Brief History of Development of CANNN		
Governing Legislation: Nursing Profession Acts, Bylaws,		
Mandate, Vision, Mission Statement, Principles, Priorities, Strategic Plan, Annual Report		
Financial Management, Budget and Audited Statement		
Accessing Information including Board Information and Board Meeting Schedule		
Contact Information for CANNN		
CANNN Board Governance		
Role of the Board as a Governing Unit		
Difference between Governance and Operations		
Importance of Self-Regulation, the Board; Relationship to Committees and the membership		
Review of Board Polices and Operations		
Review of Rules of Order		
Relationship with other Boards and organizations		
Difference between union, employer and CANNN mandates		
INDIVIDUAL ROLE OF THE BOARD MEMBER		
Specific responsibilities, expectations and benefits of being a Board member		
Authority and Accountability of a Board member		
Methods of Reporting, Communicating and Voting		
Conflict of Interest		
Confidentiality		
Oath of Affirmation		
Remuneration of Expenses		

Definitions

TERM	DEFINITION
Permanent Positions	positions regularly scheduled and without an anticipated termination date. Such positions may be established on either a full time or part time basis.
Temporary Positions (Term)	positions regularly scheduled or not regularly scheduled with an anticipated termination date. Such positions may be established on a full time or part time basis.
Casual Positions	positions not regularly scheduled. Such positions are to cover such items as sickness or work overload.
Overtime	time worked in excess of 37.5 hours per week.
Sick Leave	interpreted as absence from work because of illness of the employee.
Special Leave	interpreted as absence from work due to death or illness of an immediate family member.
Dependent	one who is classified for Income Tax purposes.
Working Day	consists of the number of hours per day regularly required for a given position exclusive of meal time.
Working Year	one year's continuous service of work.
Leave of Absence	period of time when an employee is excused from attendance at work.
Vacation Time (Annual)	paid time away from the workplace.

Flex Time	The transaction of overtime hours worked with an exchange of time off during regularly scheduled hours.
Lieu Time	The banking of overtime earned to be used as time away from the workplace at a later date, or paid out at a later time.

CONDITIONS AND EXCEPTIONS

Describe exceptions here.

N/A

AUTHORITY AND ACCOUNTABILITY

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
Board of Directors	This policy is issued under the authority of the CANN Board of Directors and is governed by the NWT Nursing Profession Act (2023) S.22 NU Nursing Professions Act (2023) S.18 and Bylaws 3,4,5,6,7. The Board of Directors has the authority to revise the Policy as required. The Board of Directors is accountable to the members, and ultimately the public, for the implementation of this policy and may delegate any related administrative tasks.
Executive Director	The Executive Director is accountable to the Board of Directors, the members and ultimately the public for the implementation of this policy.